

# ***GENERAL INFORMATION FOR ALL OCCUPATIONAL THERAPY AND OCCUPATIONAL THERAPY ASSISTANT APPLICANTS***

Submit all applications for licensure in typewritten form or clearly printed, answering each question on the application as accurately as possible.

Include with the application any additional required documentation and a check or money order in the appropriate fee amount made payable to the “**Health Professions Bureau**”.

## **State Fees Schedule:**

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|--|----------|
| Application for Certification  | \$100.00 |
| Temporary Permit   | \$ 50.00 |
| Renewal of Certification   | \$100.00 |
| Reinstatement (penalty fee for less than 3 years delinquent renewal) | \$ 50.00 |
| Duplicate Wall Certificate   | \$ 10.00 |
| Letter of Verification of Certification                              | \$ 10.00 |

- In accordance with 844 IAC 12-4-2, it is the responsibility of the applicant and/or certificate holder to notify the committee of any changes in name or address in writing within thirty (30) days of the change. Failure to receive notification of renewal due to failure to notify the committee of a change of address or name shall not constitute an error on the part of the committee, board, or bureau, nor shall it exonerate or otherwise excuse the certificate holder from renewing such certification.
- Applicants should allow two (2) to four (4) weeks for the processing and review of their application. It is illegal to practice as an Occupational Therapist or Occupational Therapy Assistant during this processing time, until receiving certification approval from the committee.
- Applications will not be reviewed until the Committee office receives all the required documentation. If your file is incomplete due to missing documentation, you will be notified by mail regarding the status of your file two (2) to four (4) weeks after the Bureau receives your application. The status letter will list all documents outstanding from your file.
- In order to assist the staff in the processing of your certification, do not telephone regarding the approval/denial of your application. Do not have someone else call to obtain information on

your behalf. Information concerning an application file will only be given to the applicant in written form. Information will not be given by telephone.

- **All pending files (incomplete) shall be closed after six (6) months, at which time reapplication will be necessary.**
- Any notarized copy of an original document must include a statement from the notary that the notary has seen the original document.

For further information regarding the Committee, including its meeting schedule, a listing of current Committee members, occupational therapist and occupational therapy assistant applications and the Laws and Rules relating to certification in the field of occupational therapy, please visit the Committee's web site at: <http://www.in.gov/hpb/boards/otc/>.

## ***EXAMINATION APPLICANTS***

### **APPLICATION INSTRUCTIONS FOR OCCUPATIONAL THERAPIST AND OCCUPATIONAL THERAPY ASSISTANT CERTIFICATION**

Examination applicants must submit the following:

1. Completed application with \$100.00 application fee.
2. Two (2) recent passport type photographs of the applicant, approximately two (2) inches by two (2) inches in size, signed in black ink along the bottom with each application.
3. An official (certified) transcript of grades from the school from which the occupational therapist or occupational therapy assistant obtained his or her degree that shows that the applicant has met all requirements for graduation. The transcript must have a statement that the degree has been conferred. Transcripts that are incomplete will not be accepted. Graduates of a foreign occupational therapy program must submit notarized copies of their transcripts; an official translation needs to also be included if the transcript is not in English.
4. A notarized copy of a marriage certificate or an official affidavit indicating any legal name change, if your name differs from that on any documents.
5. Notarized copy of your National Board for Certification in Occupational Therapy (NBCOT) certificate OR score report submitted directly to the Committee from the NBCOT.
6. If you answered "yes" to any questions on page 2 of your application, explain fully, including all related details in a signed and notarized statement. Include the violation, location, date, and disposition.

**Please Note:** Any notarized copy of an original document must include a statement from the notary that the notary has seen the original document.

### **National Board for Certification in Occupational Therapy**

All examination candidates must request the NBCOT certification examination application directly from the NBCOT. You may contact the NBCOT at 301-990-7979 or visit their website at <http://www.nbcot.org/> for more information.

## **TEMPORARY PERMIT INFORMATION**

A person with a temporary permit may only practice occupational therapy or occupational therapy assisting under the *direct supervision* of an Indiana certified occupational therapist who is responsible for the patient.

Examination applicants must submit the following:

1. Completed application with the \$50.00 temporary permit fee, plus the initial application fee of \$100.00.
2. Two (2) recent passport type photographs of the applicant, approximately two (2) inches by two (2) inches in size, signed in black ink along the bottom with each application.
3. A notarized copy of your occupational therapy or occupational therapy assistant degree; OR a letter from the dean of the occupational therapy or occupational therapy assisting program attended stating you have met all criteria for graduation; OR an official (certified) transcript of grades from the school from which the occupational therapist or occupational therapy assistant obtained his or her degree. The transcript must have a statement that the degree has been conferred. Transcripts that are incomplete will not be accepted. Graduates of a foreign occupational therapy program must submit notarized copies of their transcripts; an official translation needs to also be included if the transcript is not in English. **Please note:** An official transcript MUST be submitted before full certification can be issued.
4. The enclosed *Supervision Letter* must be completed by the supervising Indiana certified occupational therapist indicating he/she will be providing direct supervision to the applicant. Original signatures must be on the form; no faxed copies will be accepted. No letter or other form will be acceptable.
5. Graduates of a foreign occupational therapy program must submit the NBCOT approval to take the examination.
6. If you answered “yes” to any questions on page 2 of your application, explain fully, including all related details in a signed and notarized statement. Include the violation, location, date, and disposition.

A temporary permit expires the earlier of the following:

1. Applicant becomes certified.
2. Application for full certification is disapproved by the committee.

# ***ENDORSEMENT APPLICANTS***

## **APPLICATION INSTRUCTIONS FOR OCCUPATIONAL THERAPIST AND OCCUPATIONAL THERAPY ASSISTANT CERTIFICATION**

Endorsement applicants must submit the following:

1. Completed application with \$100.00 application fee.
2. Two (2) recent passport type photographs of the applicant, approximately two (2) inches by two (2) inches in size, signed in black ink along the bottom with each application.
3. An official (certified) transcript of grades from the school from which the occupational therapist or occupational therapy assistant obtained his or her degree that shows that the applicant has met all requirements for graduation. The transcript must have a statement that the degree has been conferred. Transcripts that are incomplete will not be accepted. Graduates of a foreign occupational therapy program must submit notarized copies of their transcripts; an official translation needs to also be included if the transcript is not in English.
4. A notarized copy of a marriage certificate or an official affidavit indicating any legal name change, if your name differs from that on any documents.
5. Notarized copy of your National Board for Certification in Occupational Therapy (NBCOT) certificate.
6. If you answered “yes” to any questions on page 2 of your application, explain fully, including all related details in a signed and notarized statement. Include the violation, location, date, and disposition.
7. Verification of state licensure must be completed by every state where you hold or have held a license or certification. This form needs to be submitted to the Indiana Occupational Therapy Committee by the state in which you hold or have held a license or certification. If you are practicing in a state that does not license or certify occupational therapists or occupational therapy assistants, you need to submit a letter to the Committee stating that the state does not require licensure/certification.

**Please Note:** Any notarized copy of an original document must include a statement from the notary that the notary has seen the original document.

## **TEMPORARY PERMIT INFORMATION**

Endorsement applicants must submit the following:

1. Completed application with the \$50.00 temporary permit fee, plus the initial application fee of \$100.00.

2. Two (2) recent passport type photographs of the applicant, approximately two (2) inches by two (2) inches in size, signed in black ink along the bottom with each application.
3. An official (certified) transcript of grades from the school from which the occupational therapist or occupational therapy assistant obtained his or her degree that shows that the applicant has met all requirements for graduation. The transcript must have a statement that the degree has been conferred. Transcripts that are incomplete will not be accepted. Graduates of a foreign occupational therapy program must submit notarized copies of their transcripts; an official translation needs to also be included if the transcript is not in English.
4. A notarized copy of your current occupational therapist or occupational therapy assistant license/certification OR license verification from the state in which you are currently licensed/certified. If you are practicing in a state that does not license or certify occupational therapists or occupational therapy assistants, you need to submit a letter to the Committee stating that the state does not require licensure/certification.
5. If you answered “yes” to any questions on page 2 of your application, explain fully, including all related details in a signed and notarized statement. Include the violation, location, date, and disposition.

A temporary permit expires the earlier of the following:

1. Applicant becomes certified.
2. Application for full certification is disapproved by the committee.

## ***THE FAIR INFORMATION PRACTICE ACT***

In compliance with IC 4-1-6, this agency is notifying you that you must provide the requested information or your application will not be processed. You have the right to challenge, correct, or explain information maintained by this agency. The information you provide will become public record. Your examination scores and grade transcripts are confidential except in circumstances where their release is required by law, in which case you will be notified.

## ***HEALTH PROFESSIONS BUREAU***

If you have questions concerning the application process, please call 317-234-2051, visit our website at <http://www.in.gov/hpb/boards/otc/> or e-mail at [hpb6@hpb.state.in.us](mailto:hpb6@hpb.state.in.us).

If you have any changes to the information you provided during the application process or after you are licensed (i.e. name change, address) be advised that it is your responsibility to update that information with the Health Professions Bureau. To update your name, you must submit proof of change (marriage certificate, legal name change court document, divorce decree) by mail or fax, 317-233-4236. To update your address, you may submit this information by mail, fax, e-mail at [hpb6@hpb.state.in.us](mailto:hpb6@hpb.state.in.us) or by calling 317-234-2051.